

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND

To: Safety Coordinators, Fund Commissioners, & Risk Managers

Date: February 9, 2017

Re: 2017 Safety Incentive Program Materials

Please see the enclosed materials which include the 2017 Safety Incentive Program (SIP) forms. These forms have been sent in a fill-able format to all Safety Coordinators, Fund Commissioners and Risk Managers via e-mail. The forms will also be made available online on the Morris County Municipal JIF website at mcjif.org. We are providing copies of these forms at this time to help assist members in managing their safety programs.

In 2017, members will not need to mail or fax any SIP documentation to the Safety Director. Only the quarterly fill-able report form should be completed and submitted. Documentation should be maintained onsite for Brian Maitland, JIF Safety Consultant to review during regular visits.

IMPORTANT DEADLINES: Quarterly report due dates will be as follows:

- **April 14, 2017**
- **July 14, 2017**
- **October 13, 2017**
- **January 12, 2018**

2017 SIP Award Criteria

A municipality will receive an award based on their active participation in the Safety Incentive Program. Municipalities that achieved 80% to 100% participation will receive a \$250 gift certificate redeemable through a Grainger Gift Certificate. Each municipality that goes over 100% on the SIP will receive \$10 for each extra credit point, to a maximum of \$150.

Each municipality that has No Lost Time Accident Frequency as indicated by the PERMA year ending LTAF Report will receive a \$500 gift certificate.

The awards for Best Overall Performer are awarded to a Town of 50 or more full time employees and a Town of less than 50 full time employees. The award is based on 100% completion of the Safety Incentive Program, Lost Time Accident Frequency Rates, and Lost Days Reports. Award winners must have completed 100% of the 2017 Safety Incentive Program to win an award for Best Overall.

If there are any questions regarding any of the materials provided please call Brian Maitland, JIF Safety Consultant, at 732-660-5037. We look forward to a successful 2017 and we thank everyone for their efforts.

cc: Cate Kiernan, PERMA, Executive Director
Janie Testa, PERMA, Account Manager

MORRIS COUNTY MUNICIPAL JIF **SIP QUARTERLY REPORTS – OVERVIEW**

Section I

The member will receive 2 points per quarter, 8 points annually for having a Safety Delegate appointed. **2 point awarded per quarter**

Section II

Internal safety committee meetings are a crucial component to an effective safety program, one that reduces worker injuries and property loss. The JIF is looking for the safety committee to include certain activities which are reflected below.

The town must hold at least one safety committee meeting during the quarter, keeping minutes. Participation of significant departments/divisions is expected. Reports of safety activities within the departments (inspections, JSOs, training) are reviewed. Discussions of accidents / incidents / near-misses with determination of the contributing and root causes should be conducted and follow-up actions identified to help prevent reoccurrence, when possible. **5 points awarded per quarter**

Section III

Whether it is instructor led MSI safety training to address loss drivers or regulatory requirements, departmental toolbox safety talks, or group training using online programs or videos, safety training is one of the most important activities a member can do to establish a safety culture.

2 points per training event, maximum of 8 points per quarter

Section IV

All departments are encouraged to inspect their facilities, equipment, and vehicles for minimum levels of safety. These inspections should be documented. In addition, departments are asked to conduct Job Site Observations (JSO) and identify ways to improve the efficiency and safety of the jobs being performed. It is also an excellent opportunity to reinforce positive behaviors.

2 points per facility inspection or JSO completed, maximum of 8 points per quarter

Section V

Members should annually complete motor vehicle record checks for all employees who drive on municipal business. Towns are encouraged to send drivers to MSI defensive driving classes.

8 points per year awarded annually

EXTRA CREDIT

Section VI

Completion of additional quarterly safety committee meetings with participation of significant departments and review of accidents. Documents to be maintained: agendas, minutes, and sign in sheets. **2 points per additional meeting / max of 4 points per quarter**

Section VII

Conduct and document additional safety checklists and/or job site observations. Documentation to be maintained: Completed safety checklists and/or job site observation forms.

1 point per additional event / max of 4 points per quarter

If there are any questions, please feel free to call me at 732.660.5037.

Brian Maitland, JIF Safety Consultant